

/ 989

MINUTES  
CLARKE COUNTY LIBRARY BOARD  
January 17, 1989

The Clarke County Library Board meeting was called to order at 4:00 P.M. on Tuesday, January 17, 1989 by LaGrange T. DuPree, Chairman. Attending were: Miss Copeland, Mr. Hogson, Mrs. Weeks, Mr. Logan, Mrs. Shields, Mrs. Allen, Mrs. Hopper, Mrs. LaBoon, Mr. Firor, Mrs. Hertz, Mr. Wilkins, Mr. Yoder and Mrs. Ames. Mrs. Susan Colegrove was also present.

Mr. Hodgson made the motion, which was seconded by Miss Copeland, to approve the minutes as mailed and this was passed.

Mrs. Ames introduced Susan Colegrove who has been working with the literacy program. The Clarke County Grand Jury report gave the library a "gold star" for this program. Mrs. Colegrove outlined how the program began and reported that tutors are now working at Magnolia Senior Center, Clarke County Correctional Institute, Athens Regional Library, Oglethorpe County Library and Oconee County Library. She noted that 75% of all unemployed are illiterate. There are now 37 trained tutors, and an additional 45 are waiting to be trained. The Junior Panhellenic Council will donate funds from a walk-a-thon to the project.

Mrs. LaBoon reported that the Interior Design Subcommittee had received 15 proposals and had narrowed the list to four finalists whose references were being checked. They are now waiting for the completion of contract negotiations Between Barton-Malow Company which will provide project management and the Clarke County Commission.

Mrs. Hertz reported for the Architectural Selection Subcommittee. She noted that 74 firms requested the RFP; there were 30 responses; and the subcommittee now has six finalists. The subcommittee expects to interview architects in mid-February. Mrs. Hertz also asked that board members jot down suggestions of what the library should look like and what it should be.

Mr. Yoder reported that the Friends of the Library donated books and equipment in 1988 totaling \$7600. They also donated hundreds of hours of volunteer time. At this time, the Friends have approximately \$6,000 in operating funds and \$10,000 in capital funds saved for the new library. Mr. Yoder welcomed any input from the trustees for fundraising and for suggestions about their projects. Mrs. DuPree thanked Mr. Yoder and Mr. Wilkins for their work with the Friends.

The proposed Clarke County Budget for FY90 was presented for information. It calls for a 10% increase for most clerical workers, for the addition of 4 part-time employees who will begin retrospective conversion, and for increases in utilities.

Page Two  
Clarke County Library Board  
January 17, 1989

Mrs. Ames invited all board members to attend the legislative luncheon which will be on Monday, February 6 at the Capitol. The legislative priorities for public libraries are to continue funding construction projects, to increase the M & O and materials grants by 10 cents each, and to work for a new state library.

The Director's report was brief. Mrs. Ames and Mrs. Colegrove wrote grant proposals for the Oconee and Athens libraries to obtain a set of 83 PBS videos from the MacArthur Foundation. The videos include "America", "Jewel in the Crown", "Nova", and many other films.

New additions to the staff include Jackie Elser, Cindy Alexander, and Valarie Taylor who will work in the children's department; Bob Nickels who is working in cataloging and who is being paid by the Council on Aging; and Gary Phillips who will join the staff on April 1 as Head of Technical Services.

Several staff development opportunities will be offered. In January, the library offered "Maximizing Personality Strengths" to help staffers communicate with each other. All branch managers and the children's staff will attend a Vacation Reading Club meeting in Augusta in February. And in May, the Georgia Children's Book Award Conference will be offered.

Special children's programs included Christmas crafts, readers theater, puppet show, Sunday afternoon stories and films. Adult programs included Terrific Thursday Theater, book discussion groups, and a reminiscence program at Magnolia Senior Center.

Natalie Toney, an Oglethorpe and regional board member, has nominated the library system for a Public Library Excellence Award for the many public programs we offer.

The December Director's Meeting was held in Macon. Library systems have until July 1, 1989 to be in compliance with the revised Georgia library laws. Mrs. Tope and Mr. Forsee are checking constitutions, by-laws, and policies to be certain we meet all requirements. With the recent revisions of all of our documents, the Athens Regional Library System should be in fine shape.

There will be a meeting in February to discuss new formula possibilities for Talking Book Centers. The "Combat Teen Pregnancy" programs are scheduled for four public housing developments in late February and early March. Rick Dunn, WXAG deejay and health educator for Clarke County Health Department, and Fran

Page Three  
Clarke County Library Board  
January 17, 1989

Beall, nurse-practitioner at UGA, will be joined by UGA athletes and other special guests. The Friends will provide crowd control help and food for each session.

Mrs. DuPree announced that there would be a "Spring Fling" prior to the April meeting where board members will have an opportunity to meet staff members and there will be refreshments.

There being no further business, the meeting was adjourned at 5:00 P.M.

  
Kathryn S. Ames, Secretary



Page Two  
Athens Regional Library Board  
January 19, 1989

Mrs. Brown of Franklin County reported that Dr. Louise McBee presented a travelogue on her recent trip to Nepal at the Royston Library. Circulation has been improving at all branches. The Lavonia board will meet in March to begin the development of the long range plan.

Mrs. LaBoon reported for Clarke County. The architect and interior designer short lists have been determined and interviews are planned for mid-February. The commissioners have hired Barton-Malow to serve as project managers and the library will be working with Tom Papageorge of that firm.

The director's report followed.

Mrs. Ames and Mrs. Colegrove wrote grant proposals for the Oconee and Athens libraries to obtain a set of 83 PBS videos from the MacArthur Foundation. The videos include "America", "Jewel in the Crown", "Nova", and many other films.

In January, the library offered the staff development workshop, "Maximizing Personality Strengths" to help staffers communicate with each other. The Friends of the Clarke County Library provided a delicious breakfast buffet.

The December Director's Meeting was held in Macon. Library systems have until July 1, 1989 to be in compliance with the revised Georgia library laws. Mrs. Tope and Mr. Forsee are checking constitutions, by-laws, and policies to be certain we meet all requirements. With the recent revisions of all of our documents, the Athens Regional Library System should be in fine shape.

The financial report was presented for information. Mrs. Ames will work on getting advance copies of this to the regional board prior to quarterly meetings for review. The only area that is a major discrepancy in expenditures is the final payment for the building consultant. Since this figure will be reimbursed once state funds are available, there will be no need to amend the budget.

Mrs. Ames invited all board members to attend the legislative luncheon which will be on Monday, February 6 at the Capitol. The legislative priorities for public libraries are to continue funding construction projects, to increase the M & O and materials grants by 10 cents each, and to work for a new state library. The proposal was made to cover registration and luncheon expenses for regional board members who would like to attend the legislative luncheon. Mrs. Carithers made the motion which was seconded by Mrs. LaBoon and approved by the board.

Page Three  
Athens Regional Library Board  
January 19, 1989

Mrs. Ames described the three federal proposals being submitted for competitive review. These are:

1. Staff development \$6,000
2. Expansion of Job Information Center \$7,200
3. Large Print Books for TBC \$3,000

Mrs. Ivy made the motion that the Board authorize submission of these three proposals. The motion was seconded by Mrs. Callaway and approved by the board.

To facilitate decision-making, it was requested that the Executive Board be authorized to make decisions for the following items subject to review by the regional board at its next quarterly meeting.

1. To authorize award of the furnishings contract to the low bidder in Madison County.
2. To authorize contract negotiations with an architect and interior designer for the regional headquarters.
3. To authorize a contract with the project manager for specified services.

Miss Jenkins made the motion to grant the Executive Board authority to act on these items; second by Mr. Hughes; and approved by the board.

There being no further business, the meeting was adjourned at 4:40 P.M.

  
Kathryn S. Ames, Secretary

MINUTES OF EXECUTIVE COMMITTEE  
ATHENS REGIONAL LIBRARY BOARD  
CALLED MEETING  
February 27, 1989

There was a called meeting of the Athens Regional Library Board Executive Committee on February 27, 1989, in the Athens Regional Library auditorium. The meeting was called to order at 5 P.M. by LaGrange DuPree, chairman. Attending were members of the Executive Committee: Mrs. DuPree, Mr. Hodgson, Mrs. Weeks, Mrs. Carithers, and Mrs. Ames. Also attending were members of the Building Committee of the Clarke County Library Board: Miss Copeland, Mrs. Hertz, Mr. Yoder. Others attending included Mrs. Shields; Mr. Floyd and Mr. Papageorge of Barton-Malow Project Management; and Mr. Crider, county administrator.

Mr. Hodgson, chairman of the Building Committee, presented the group's recommendation to the Executive Board for approval. The architectural firm of Nix Mann Viehman and the interior design firm of Hendrick Associates were selected by unanimous vote of the Building Committee. Mr. Hodgson made the motion that these firms be approved by the Executive Committee. It was seconded by Mrs. Weeks and was approved.

Mr. Hodgson explained that the Clarke County Commission requested a list of three firms. On this list will be Nix Mann Viehman, Jova Daniels Busby, and Hall Norris Marsh. Because the interior designer will actually serve on a consultant basis to the architect, no names will be submitted, but Hendrick will be the designer of choice.

There being no further business, the meeting adjourned at 5:15 P.M.

  
Kathryn S. Ames, Secretary



MINUTES  
CLARKE COUNTY LIBRARY BOARD  
April 6, 1989

The quarterly meeting of the Clarke County Library Board was called to order at 4:15 P.M. on April 6, 1989 by Mrs. DuPree, Chairman. Attending were Mrs. Allen, Mrs. DuPree, Mr. Elkins, Mr. Firor, Mrs. Hertz, Mr. Hodgson, Mrs. Hopper, Mrs. LaBoon, Mr. Logue, Mrs. Weeks, Mr. Wilkins, Mr. Yoder and Mrs. Ames. Also attending were Mr. Sayer and Mr. LeBron of Sizemore Floyd Architects.

Mrs. DuPree requested a change in the agenda and asked Mrs. Ames to explain what had occurred during the "Squatter's Session" on April 5 and 6 with Sizemore Floyd. She then introduced Mr. Sayer. Mr. Sayer reviewed the goals and concepts of the new building and discussed the relationship of the building's size to quality levels and cost. The firm projects that the Board can build a 60,000 square foot facility that will cost approximately \$76 per square foot. This is in the economical to moderate quality range. The Heritage Room has the potential for upgrades in furnishings as do other special areas of the library. The chief criteria will be to design a building that is low in maintenance, has energy efficient heating and air conditioning, offers appropriate lighting and acoustics, and is staff efficient.

Mr. Wilkins inquired about enhancements for specific areas. Mr. Sayer responded that cost would vary depending on quality desired. The last realistic date for receipt of funds for such upgrades would be when construction begins, although the preference would be for earlier decisions. He will work with Hendricks Associates, our interior designer, to develop specific cost estimates.

Returning to the agenda, Mr. Hodgson made the motion to approve the minutes as distributed by mail and this was done by common consent.

Mr. Yoder reported for the Friends of the Library. The Friends are sponsoring a National Library Week activity by providing art supplies to Clarke County elementary schools to develop large window decorations for the Library's front windows. Each elementary school will participate and he expects some interesting designs. The book sale was a tremendous success with proceeds of over \$7600. Mr. Yoder presented a check from the Friends for \$3500 to Mrs. DuPree for the purchase of books-on-cassettes, sponsorship of ten literacy students, purchase of a video display unit, and for new books on basic math and science. The remaining funds will be saved for future needs. Mrs. DuPree thanked the Friends for their efforts and for their contributions to the library.

The director's report was presented by Mrs. Ames. The state has selected the library's proposal to expand the job information center as one of the competitive grants. This is the fifth



Page Two  
Clarke County Library Board  
April 6, 1989

consecutive year the library has been awarded a special grant under these funds. This grant, which totals \$8000, will provide materials, a storage unit, and workshops.

Natalie Toney has been selected for this year's Celebrate Literacy Award which is presented by the Northeast Georgia International Reading Association. Mrs. Toney is a member of the Regional and Oglethorpe County Library Board and has contributed innumerable hours to the literacy program.

Celebrity Storyhour will be a highlight of National Library Week. Mrs. Jewel John, Representative Michael Thurmond, Mrs. Gwen O'Looney, Mr. Linny Bailey, and Mr. Burt Sparer will share favorites with children on Wednesday, April 12.

Gary Phillips has joined the staff as head of Technical Services. He will be responsible for the retrospective conversion project.

A change in video circulation policy was requested. It was recommended that the loan period be changed to three days and the maximum number be changed to five videos per card. Mr. Firor made the motion to approve with a second from Mrs. Hertz and a positive vote.

The project manager's fee for construction of the new library will be \$258,000. The Board was asked to determine from where those funds will be derived as they were not a part of the original budget. The possible options were to pay this fee out of the book budget of \$650,000, the automation budget of \$300,000, or the building funds of \$4,600,000. After some discussion, the motion was made by Mr. Logue to reduce the building fund by this amount. Mrs. Hertz seconded the motion which was followed by a unanimous vote to approve. Mr. Logue noted that in a favorable bid climate, it is very possible that the project could come in under budget.

Mrs. DuPree noted that a committee composed of Trustees and Friends would be formed to develop fund-raising strategies. The entire board will be asked to help.

Mrs. DuPree invited to Board to attend a press conference at 10:30 A.M. on Monday, April 10 when a local corporation will be making a substantial gift to the library.

There being no further business, the meeting was adjourned at 5:15 P.M.

  
Kathryn Ames, Secretary

MINUTES  
ATHENS REGIONAL LIBRARY BOARD  
April 17, 1989

The quarterly meeting of the Athens Regional Library Board was called to order at 3:30 P.M. on Monday, April 17 by Mrs. DuPree, Chairman. Attending were Mrs. Carithers, Mrs. Whitehead and Miss Jenkins from Madison County; Mrs. Daniel and Mrs. Telford from Franklin County; Mrs. Ivy from Oconee County; Mrs. Toney, Mrs. Johnson and Mrs. Callaway from Oglethorpe County; Mrs. DuPree, Mr. Hodgson and Mrs. Weeks from Clarke County; and Mrs. Ames.

It was noted that the change in date conflicted with the regularly scheduled Oconee County Board meeting and that the unusual circumstances necessitating the change were not expected to happen again.

The minutes of the January meeting were approved by common consent.

Regional reports followed. Mrs. Telford reported that the three Franklin County libraries were getting ready for summer programs and that the local board was preparing to work on the budget. Mrs. Daniel noted that the Lavonia Board had met to discuss their long range plan and that one of the first things they would pursue was the purchase of some cassette-books.

Mrs. Carithers reported for Madison County. The construction is moving along with sheetrock and painting going on now. The architect projects substantial completion should be May 15 with a possible move-in date of June 15. This date is dependent upon furniture shipments and installation schedules. The building fund as of this date stands at \$55,594.72 and this figure is within \$10,000 of the local match which was guaranteed by the county commission.

Mrs. Toney reported for Oglethorpe County. The local literacy effort is growing slowly with a student now meeting a tutor at a local bank. The board has requested funding for a 40 hour week, an increase of 10 hours weekly. They also expect that they will be eligible for a part-time worker from the Council on Aging. Seven adults are participating in a book discussion group.

Mrs. Ivy reported that the Oconee County Library continued to be very active. For National Library Week, the library offered a daily activity for children of various ages and a special event was planned for Saturday, April 15.

Mrs. DuPree reported that the Clarke County Library had received a special gift of \$10,000 from the Nakanishi Manufacturing Company. She and Mrs. Ames attended the grand opening of the plant in Winterville and were most impressed.



Page Two  
Athens Regional Library Board  
April 17, 1989

Mrs. Ames reported that the Clarke County Commission had authorized the release of \$150,000 for the purchase of books. The library will order children's materials this year.

The library will serve as a National Issues Forum site for three discussion topics. NIF will provide all reading materials and a discussion leader.

The state has notified the library that its proposal to expand the job information center was selected for a competitive grant award of \$8,000.

Janet Wright of the Talking Book Center is coordinating the Southern and Midwest Conference for the Blind and Physically Handicapped in Atlanta this May. They are beginning a talking book discussion group.

Legislative gains were discussed. There was \$14.7 million in the FY90 budget for construction but there were no increases in the M & O or book grant programs. Library directors in Georgia agreed to pursue increases in the materials grant for the coming year.

Mrs. Ames discussed the Library Bill of Rights which was adopted by the board several years ago. The purpose was to reiterate the library's role in providing a wide variety of materials reflecting disparate opinions and ideas.

The financial report was presented for information. There are several areas such as office supplies and advertising that are over budget, but these should be offset by underspending in other categories.

Natalie Toney has been selected for this year's Celebrate Literacy Award which is presented by the Northeast Georgia International Reading Association. Mrs. Toney has contributed innumerable hours to the literacy program. Congratulations!

New business required board action. A letter of resignation was received from Assistant Director Laura Ludwig and was accepted upon motion by Mrs. Weeks, second by Mr. Hodgson, and vote of the Board.

Mrs. Ames requested authorization to attend the American Library Association meeting to be held in June in Dallas. Mrs. Carithers and Mrs. Ivy made the motion to approve out of state travel and the motion carried.





CLARKE COUNTY LIBRARY BOARD  
MINUTES  
July 18, 1989

The Clarke County Library Board meeting was called to order at 4:00 July 18, 1989, in the library auditorium by Mrs. DuPree, Chairman. Attending were Mrs. Allen, Miss Copeland, Mrs. DuPree, Mr. Elkins, Mr. Firor, Mrs. Hopper, Mrs. LaBoon, Mr. Logue, Mrs. Rosser, Mrs. Weeks and Mr. Wilkins with Mr. Yoder representing the Friends and Mrs. Ames.

The minutes of the previous meeting were approved as mailed on a Firor/Copeland motion.

The Clarke County budget was discussed. In order to get started on the project to convert the library's records to machine readable format which is necessary for implementing the automation project, Mrs. Ames requested authorization to apply the carry-over funds from FY1989 to the salaries of three part-time clerks to handle the project. Mr. Firor asked if volunteers could be utilized for the data entry work. Mrs. Ames and Mrs. Rosser discussed the technical aspects of the job and the need for consistency. The Weeks/Copeland motion to use FY89 carry-over funds was approved.

The state has required that all library board constitutions be reviewed and has mandated some changes. A discussion of the changes followed. The constitution will be reviewed again and further changes may be necessary at the October meeting.

The Board was asked to revise the video circulation policy. Originally, the policy was to allow patrons to check out two videos for 24 hours. The collection grew and the result was many videos sitting on the shelf. The next policy allowed patrons to check out five videos for three days. This policy was so popular that there were never any films in for patron use. The revised policy would permit three videos for three days. The motion was made by Mrs. LaBoon and was approved.

The next item on the agenda dealt with the circulation of magazines. Because the Library will continue to emphasize its role as an information resource center, the staff felt that it was extremely frustrating to both the public and the staff to have the best sources of current information missing. The recommendation was to eliminate all check-out privileges for magazines. The Weeks/Allen motion was approved unanimously. The new policy will go into effect September 1.

Mrs. Ames noted that the head of extension, Clare Auwarter, had been contacting bookmobile and van dealers in the state with the hope of purchasing a unit to replace the 1974 Dodge van. The Library has been saving \$2000 annually for a replacement vehicle and has approximately \$26,000 available. Mrs. DuPree asked Mr. Logue and Mr. Firor to work with Mrs. Auwarter to finalize speci-

Page Two  
Clarke County Library Board  
July 18, 1989

fications and to review the bids. Mrs. Weeks made the motion to authorize this group to come to a decision and place the order for the new bookmobile. It was seconded by Miss Copeland and approved.

Mrs. DuPree reported for the Building Committee. The county has authorized the Board to negotiate with the architect, but as yet there is no contract. There is a conflict between the county and the state over the interpretation of regulations. Mr. Elkins made the motion that the Board write a letter to the County Commission urging cooperation and seeking a resolution to the problem. The motion was seconded by Miss Copeland and was passed unanimously.

Mr. Yoder reported that the Friends would sponsor the third annual Family Fun Day on August 27.

The Director's report followed. Mrs. Ames attended the American Library Association meetings in Dallas in June. Along with the many informative sessions, she also visited several new libraries and showed pictures of the special features.

The library was presented the "Excellence in Public Library Service" award by the State Board of Education in June. Mrs. Ames and Mrs. DuPree attended the program and accepted the award from Dr. Werner Rogers.

The Georgia Endowment for the Humanities has funded a new grant proposal, "Talking About Georgia." Celestine Sibley, Atlanta columnist, will be the featured speaker. Ms. Sibley has agreed to participate in a Friends fundraiser that same day.

The Office of Adult Literacy has announced that Athens Regional Library has been selected for a \$29,850 grant to develop a literacy resource center which will include both books and computers. There were five grants awarded: maximum grant was \$30,000; and Athens Regional Library was the only public library selected.

The entire professional staff went to Unicoi State Park to begin work on the long range plan of library service for Clarke County. A draft will be presented in October.

Prudence Taylor, formerly children's librarian, has rejoined the staff after a 10-month leave of absence. She is working with the reference department with an emphasis on the Heritage Room collection, and with three branches through the extension department.



Page Three  
Clarke County Library Board  
July 18, 1989

As of July 17, there were 1,430 children registered for the vacation reading club, an increase of 348 children. Program attendance has also increased. To date, there have been 16 programs with 1,798 attendees; in 1988, there were 17 programs offered and 1,647 attendees. Circulation figures also reflect increased participation.

The staff requested that a young adult section be established now rather than waiting for the new facility. The YA books are now interfiled with adult materials and this will make collection development decisions easier.

Finally, Mrs. Ames invited Board members to attend a meeting of the Georgia Council of Public Libraries in Atlanta on September 12. Priorities for the coming legislative session will be discussed and set.

There was no further business and the meeting adjourned at 4:35 P.M.

  
Kathryn S. Ames, Secretary

ATHENS REGIONAL LIBRARY BOARD  
MINUTES  
July 20, 1989

The quarterly meeting of the Athens Regional Library Board was called to order at 3:40 on July 20, 1989 by Mrs. DuPree, Chairman. Attending from Clarke County were Mrs. DuPree, Mrs. LaBoon, and Mrs. Weeks; from Oconee County was Mrs. Ivy; from Madison County were Miss Jenkins, Mrs. Graham, and Mrs. Carithers; and from Oglethorpe County was Mrs. Toney. Mrs. Ames, regional library director, also attended. There was no representative from Franklin County.

The minutes of the April meeting were approved by common consent. The financial report was presented for information purposes. Overall, the library had receipts of \$13,045 more than budgeted and spent \$1,425 more than budgeted on gift books.

The final budget for FY90 was presented for approval. This budget reflects changes for Madison and Oconee Counties and the final budget figures for Clarke County. Upon an Ivy/Weeks motion to approve, the Board voted unanimously. Mrs. Carithers made the recommendation that local board officials contact representatives of each funding agency personally to explain the request.

Regional Reports followed. Mrs. Ivy reported that the summer reading club was quite active in both Oconee libraries. The Watkinsville Library is offering one special event each day for specific age groups. The Bogart Library has also been active and there will be several special guests this summer. Two newly funded positions in Watkinsville have been filled and the Board has approved landscaping plans.

Mrs. Toney reported that there are 106 children participating in the Oglethorpe reading club. Rita Manning has returned to work after recuperating from a broken arm. The board discussed the idea of constructing a new library for the county. They plan to investigate the possibility of utilizing the local option sales tax.

Mrs. Carithers reported that the new Madison County Library would open at 10 A.M. on Saturday, August 5, with the dedication scheduled for Sunday, September 24 at 2 P.M. with Congressman Doug Barnard speaking. The Board of Education and Madison County Commissioners approved the budget for the new facility. This budget will add hours, staff and operating funds. Landscaping work has begun and a landscape architect from the University of Georgia is working on a plan.

Mrs. DuPree discussed the progress of the Clarke County Library project. The county has authorized the Board to negotiate with the architect, but as yet there is no contract. There is a conflict between the county and the state over the interpretation of regulations. The Board expects a resolution to the problem in the near future.

Page Two  
Athens Regional Library Board  
July 20, 1989

The Director's report followed. Mrs. Ames attended the American Library Association meetings in Dallas in June. Along with the many informative sessions, she also visited several new libraries and showed pictures of the special features.

The library was presented the "Excellence in Public Library Service" award by the State Board of Education in June. Mrs. Ames and Mrs. DuPree attended the program and accepted the award from Dr. Werner Rogers.

The Georgia Endowment for the Humanities has funded a new grant proposal, "Talking About Georgia." Celestine Sibley, Atlanta columnist, will be the featured speaker. Ms. Sibley has agreed to participate in a Friends fundraiser that same day.

The Office of Adult Literacy has announced that Athens Regional Library has been selected for a \$29,850 grant to develop a literacy resource center which will include both books and computers. There were five grants awarded: maximum grant was \$30,000; and Athens Regional Library was the only public library selected.

The entire professional staff went to Unicoi State Park to begin work on the long range plan of library service for the region.

Prudence Taylor, formerly children's librarian, has rejoined the staff after a 10-month leave of absence. She is working with the reference department with an emphasis on the Heritage Room collection, and with three branches through the extension department.

Mrs. Ames requested regional board approval for the purchase of a new bookmobile to replace the 1974 Dodge. The library has approximately \$26,000 saved for this purchase. A Weeks/Toney motion to approve the purchase was approved.

The regional constitution required several changes to bring it into compliance with new state regulations. These were discussed. The constitution will be reviewed by the state and further changes may be necessary at the October meeting.

The auditors who were reviewing the library's books noted that a Civil Rights Compliance Officer was not designated. In 1972, the state required the regional library board chairman to sign all documents regarding civil rights. This has not changed. Mrs. DuPree asked that the Board officially designate the chairman as the compliance officer and to reaffirm the Board's support of equal opportunity and civil rights for all. The Weeks/Ivy motion was approved.



Page Three  
Athens Regional Library Board  
July 20, 1989

The regional board is the only agency authorized by state law to enter into contracts. Approval was requested for the READS contract which will automate circulation for the Talking Book Center and link the TBC with the national network of libraries serving the blind and physically handicapped. The motion was made by Mrs. Carithers with a second from Mrs. Weeks and full board approval.

The Georgia Council of Public Libraries will be sponsoring a legislative planning meeting on Tuesday, September 12. Mrs. Ames requested that the library pay the registration fee for board members who attend this meeting. The motion to have the regional budget cover expenses was made by Mrs. Toney with a second from Mrs. Carithers and passed by the Board.

Mrs. Carithers invited the regional board to hold the October meeting at the new Danielsville Library.

The meeting was adjourned at 4:30 P.M.

  
\_\_\_\_\_  
Kathryn S. Ames, Secretary

MINUTES  
CLARKE COUNTY LIBRARY BOARD  
October 10, 1989

The quarterly meeting of the Clarke County Library Board was called to order at 4:00 on October 10, 1989 in the Athens Regional Library auditorium by Mrs. DuPree, Chairman. Present were: Mr. Hodgson, Mrs. Weeks, Miss Copeland, Mr. Firor, Mrs. LaBoon, Mr. Logan, Mr. Wilkins, Mrs. DuPree, and Mrs. Ames, library director. Mrs. Hopper and Mrs. Shields were out of town, Mrs. Hertz was ill. Their absences were excused.

Upon motion by Mrs. Weeks and Mr. Hodgson, the minutes of the July meeting were approved as distributed by mail.

The first item of business was the amendment of the Clarke County constitution and by-laws to bring them into compliance with the state law. The motion was made by Mr. Hodgson with a second from Mrs. LaBoon that the changes be approved; the vote following was unanimous.

A preliminary draft of the long range plan was presented by Mrs. Ames. This would be the library's second plan with the first emphasizing the need for a new facility. The second plan concentrates its efforts on building a quality collection and services beginning in July 1990 through 1995. A staff committee worked to develop the plan based on roles selected by the board at a previous meeting. After lengthy discussion about some of the more aggressive funding needs, it was decided to table action on the plan until further information could be provided on current levels of activity versus where we would need to be to meet the goals stated.

Mrs. DuPree appointed a committee consisting of Mr. Wilkins, Mr. Logan and Mr. Firor to look at the security of the building. The library is currently hiring off-duty Athens Police Department officers to work as guards. There have been some problems with this arrangement and other options have been investigated. Mr. Hodgson made the motion to give this committee power to act by the end of the year if indicated, a second was made by Miss Copeland, and a positive vote from the Board.

Nichal Yonque of First Night Athens requested permission to use the library auditorium for the afternoon of December 31 to offer special New Year's Eve activities for children. Mrs. LaBoon made the motion to approve this request providing that there would be no admission charge; Mr. Hodgson seconded the motion; unanimous vote from the Board.

The Library has been invited to participate in a pilot project which has been funded by the U.S. Department of Education to link the public, academic and high school libraries in Clarke County via microcomputers. The project is called MENTOR and is being organized by Dr. Jim King of the UGA College of Education. The Athens Regional Library would have to continue to convert its

Page Two  
Clarke County Library Board  
October 10, 1989

records to machine readable format in order to fully participate; we are doing this anyway. In exchange, the library would receive several pieces of hardware and dedicated phone line to link our system to the other libraries. This fosters the school/public library cooperation we have set as a goal for the coming years. Mrs. Weeks made the motion that the library participate with the understanding that we could withdraw after two years; second from Mr. Wilkins; unanimous vote.

Reports from the committees followed. Mr. Hodgson reported for the Building Committee. A summary of the pre-design workshop with the architects and interior designers was distributed. Design is progressing and the firms are currently working on developing a flow chart of activities and site studies. The project faces a very tight time frame and all involved will be working hard to meet the deadlines.

The Friends of the Library will be electing new officers at the November meeting. They plan a reception for author Celestine Sibley at the Georgian Hotel Ballroom on November 8. The book sale will be in early February.

Mr. Firor reported that the committee to select a new bookmobile had accepted a low bid from Trussell Ford for a 12 foot Ford truck which will be converted for use as a bookmobile.

Mrs. Ames reported on the September 12 meeting of the Georgia Council of Public Libraries in Atlanta which was attended by Mr. Wilkins, Mrs. Carithers of Madison County, Mrs. Toney of Oglethorpe County, and three staff members. The purpose was to identify legislative needs early in the budgeting process and to begin work to promote them. Copies of the legislative proposals for FY91 were distributed and discussed.

The annual report was distributed for informational purposes.

Mrs. DuPree noted that the following terms expire in December: Mrs. Hertz, Miss Copeland, Mrs. DuPree. All are eligible for reappointment. Mr. Hodgson made the motion, seconded by Mrs. LaBoon that the Board recommend that all three be reappointed for a second term. This motion was approved.

Mrs. DuPree named Mrs. Rosser to the automation committee since she is involved with automation at the UGA library.

There being no further business, the meeting was adjourned at 5:20 P.M.

*Kathryn S. Ames*  
Kathryn S. Ames, Secretary



MINUTES  
ATHENS REGIONAL LIBRARY BOARD MEETING  
October 19, 1989

The quarterly meeting of the Athens Regional Library Board was called to order by Mrs. DuPree, Chairman, at 3:30 in the multipurpose room of the new Madison County Library, Danielsville. Attending from Franklin County were Mrs. White, Lavonia; Mrs. Telford, Carnesville; and Mrs. Brown, Royston; Mrs. Ivy from Oconee County; Mrs. Carithers, Mrs. Graham, and Miss Jenkins from Madison County; Mrs. Callaway and Mrs. Toney from Oglethorpe County; Mrs. DuPree and Mrs. Weeks from Clarke County; and Mrs. Ames, library system director. Peter Hodgson and Glenda LaBoon had excused absences for this meeting.

Mrs. DuPree thanked the Madison County members for inviting the Board to meet in Danielsville, for the delightful tour of the new facility, and for the refreshments which preceded the meeting.

The minutes were approved as distributed by mail. The regional financial report was presented. Because of the late arrival of state and local funds, the report shows a major disparity of approximately \$100,000 between receipts and expenditures. Mrs. Ames explained that the system had planned for this shortfall over the summer quarter and had reserves on which to draw. Funds from all sources arrived too late to be included in the first quarter report but will be shown on the second quarter's.

Local reports followed. Mrs. Telford reported that the summer reading clubs in all three Franklin County Libraries were successful with increases in participation. Royston had 205 children who attended a party in August. The Lavonia library has been given a set of audio-cassettes which will circulate to its patrons.

Mrs. Ivy reported that 900 children participated in the Oconee County Vacation Reading Club and more than 300 received certificates. Mrs. Brown and her staff have presented booktalks in each school in the county and the eighth grade students have been visiting the library to do science project research. Bogart has also been busy with special programs for children. Mrs. Ivy will be leaving the board in December after serving 15 years for what we hope will be a short hiatus.

The Oglethorpe County Library had 106 children in the reading club and has recently seen an increase in the number of registered borrowers--104 new patrons since July. There will be several programs for children including a Halloween and Christmas workshop and a "Beat the Winter Blahs" film program. Mrs. Toney reported that the literacy program now has three students. A book sale to benefit the library raised \$133.

Page Two  
Athens Regional Library Board  
October 19, 1989

Mrs. Carithers reported on the "great achievement" in Madison County. The new library was officially opened with a ribbon cutting ceremony on August 5. The dedication was held on September 24 when over 300 people came to hear Tenth District Congressional Representative Doug Barnard make the dedication speech and to tour the new facilities. Since opening, over 400 new families have obtained library cards. A longtime library supporter, Tom Haygood, died in September and the library has received over \$2600 in memorial gifts. Books will be purchased with these funds and a room in the new facility will be dedicated to his memory. The Friends have been active with a lecture by Dr. J.W. Fanning; a booksale and special storytelling for children is planned for November; and the Chamber will sponsor a Business After Hours in December.

Mrs. Ames reported that the Clarke County Library staff has been very busy with several special programs. The literacy and English-as-a-second-language programs have been very active in both the library and at some of the remote locations such as Dudley Park and the jail. Margaret Kotliar has been hired to work with the literacy program and to help with the special grant the library was awarded to develop a literacy resource center. Margaret is a former science teacher in New Jersey and has volunteered with literacy programs previously. The heads of children's and reference services met with the media specialists in Clarke County to plan a special service for teachers who plan to require students to do reference work. Called "Assignment Alert," teachers will be asked to notify the library in advance of major assignments and library materials will be pulled for students to use in the library to complete their work.

In business requiring board approval, the first item dealt with revised Constitutions and Bylaws for the region. Each local board had previously approved the revisions to their local documents. Upon a motion from Mrs. Ivy, seconded by Mrs. Carithers, the Board approved the amended documents for each local county. The Athens Regional Library System Constitution and Bylaws were presented with the recommended changes noted. Upon a motion from Mrs. Ivy and second from Mrs. Weeks to approve the amendments, the changes were accepted. Mrs. Carithers then made the motion, seconded by Mrs. Toney, that the following delegation of powers be authorized by the Board:

1. The Athens Regional Library Board delegates to each county library board the power to make rules and regulations in accordance with guidelines established by the regional headquarters and the State of Georgia and where there is no Regional System policy governing that area of service. All formal actions of the county Library Boards of Trustees taken in discharging those duties shall be reported to the Regional Board of Trustees for approval and recording at their next meeting.



Page Three

Athens Regional Library Board

October 19, 1989

2. The Athens Regional Library Board delegates to the local county board the activity of receiving gifts and shall see that a report of the state of county library funds is made at each regional and local board meeting.

3. The Athens Regional Library Board delegates the authority for all employment actions to the Athens Regional Library System Director who will make recommendations for employment in consultation with the local board.

The delegation of powers was approved unanimously.

The second item of business was the approval of a revised Materials Selection Policy. A committee from the library staff has been reviewing the outdated book selection policy and recommended some changes which would enable the staff to make more appropriate decisions about newer forms of library materials. The policy was distributed in advance of the meeting. Following a discussion of intellectual freedom issues, Mrs. Telford made the motion with a second from Mrs. Weeks that the new policy be adopted. The motion carried.

Mrs. DuPree reviewed the progress of the new Clarke County Library facility planning and requested that the Board approve the contract between the Athens Regional Library Board and the Clarke County Commission as joint owners and Nix Mann Viehman Associates as the project architects. The contract has been reviewed by the Clarke County attorney, Mr. Bob Elkins (an attorney who serves on the Clarke County Library Board), the state, and other building committee members. Mrs. Ivy made the motion, seconded by Mrs. Graham, that the contract be approved. This was unanimously approved.

The Athens Regional Library was asked by Representative Louie Clark to develop a proposal for literacy activities in Madison County. The staff developed a proposal for family literacy activities to cover the next two years totalling \$34,000. Under this program, the library would hire a qualified teacher to work half time with the library to provide literacy programs for adults and to foster better reading skills for children. In addition, a collection of books and audiovisual materials would be purchased for use in the special tutorial areas. The motion to authorize the submission of the proposal to Rep. Clark was made by Mrs. Weeks, seconded by Mrs. Toney, and approved by the Board.

Authorization for submission of a proposal to continue to use LSCA (federal) funds to continue the retrospective conversion project begun with FY1989 funds was requested by Mrs. Ames. The original plan was to start conversion in 1989 and the program is on track with approximately one-half the records already



Page Four  
Athens Regional Library Board  
October 19, 1989

converted to machine readable format. This project is the essential first step toward automating the library system. Mrs. Graham made the motion to authorize the continuation of this project, seconded by Mrs. Carithers. The motion carried.

The Board was asked to approve the holiday schedule. The personnel policy states that the library will be closed December 24, 25, 26 and that if one of these dates falls on a weekend, that other arrangements will be made. Mrs. Ames requested the following holiday schedule:

All Branch Libraries except Oconee County will be closed Sunday, December 24 through Tuesday, December 26. Salaried employees at the Oconee County and the Clarke County libraries will be entitled to select with supervisor's approval one additional paid holiday to be taken during the month of December. These two libraries will operate regular hours on Wednesday, December 27.

The entire library system will be closed on Thursday, November 23 and will reopen Friday morning, November 24. The system will be closed Monday, January 1, New Year's Day. The system will also be closed on January 15, Dr. Martin Luther King's birthday.

The schedule was approved by common consent.

The Director's report followed. The library's audit report for FY88 listed two exceptions. The first was that the library did not have an individual designated to handle Civil Rights; this was taken care of at the July meeting. The second finding was that the library did not have a centralized listing of fixed assets with a value assessed. The staff is currently in the process of developing an inventory list of assets in each library and these will be entered on the computer. We have always kept inventory records of items purchased with state and federal funds, but need to add items purchased with local and gift funds.

Each library system received a \$2000 grant to purchase a FAX machine for the headquarters. A Toshiba FAX was purchased and we have already had several occasions to use it.

Mrs. Ames and Susan Colegrove met with Roz Ramsey of the Adult Education Office in Atlanta about the 353 Demonstration literacy grant. Ms. Ramsey has authorized the purchase of 4 computers and many books to support the literacy resource center program.

On September 12, several representatives of the library system attended a meeting of the Georgia Council of Public Libraries to learn more about working with legislative issues. Attending were Mrs. Toney of Oglethorpe County, Mrs. Carithers of

Page Five  
Athens Regional Library Board  
October 19, 1989

Madison County, Mr. Tom Wilkins of Clarke County, and staff members Clare Auwarter, Janet Wright and Kathryn Ames.

A summary of the most recent director's meeting was distributed and there was some discussion about the proposed standards. The system will be working on long range plans for each county in the region as well as a regional plan and many of the basic standards will be incorporated into the plan. The Clarke County library is now completing the final year of its first LRP and is discussing a draft of the second plan.

Genesis, the new accounting system that will be installed by the state, is scheduled for installation in March. Pat Stauffer, business manager, and Pam Blake, administrative assistant, will be participating in the training sessions.

Legislative priorities for the 1990 session of the Georgia General Assembly were reviewed and board members were encouraged to be in contact with their local representatives. The annual Legislative Luncheon will be in Atlanta on February 1.

There being no further business, the meeting was adjourned at 4:45 P.M.

  
Kathryn S. Ames, Secretary

MINUTES  
ATHENS REGIONAL LIBRARY BOARD  
November 6, 1989

A meeting of the Athens Regional Library Board was called on November 6 to discuss the following proposal:

The Athens Regional Library Director shall be designated as the Civil Rights Compliance Officer for the Athens Regional Library System. The Director shall coordinate the System's efforts to comply with and carry out the responsibilities for administering Civil Rights compliance.

This action was necessitated by a misunderstanding over the FY88 audit finding which was worded to read: "Individuals not designated to oversee compliance. Appropriate action should be taken by the Board to designate an individual to oversee the policy as required by the regulations." The Board met in July to name the chairman of the regional board, Mrs. DuPree, as the compliance officer. The Board was then notified that this was an incorrect interpretation of the finding and that the compliance office must be a library employee.

Voting for the proposal were:

Mrs. LaGrange DuPree  
Mr. Peter Hodgson  
Mrs. J. D. Weeks  
Mrs. Pat Carithers  
Mrs. Glenda LaBoon  
Mrs. Hank Johnson  
Mrs. J.S. Ivy, Jr.  
Mrs. Virginia Wells  
Mrs. Herbert Callaway  
Mrs. Natalie Toney  
Mrs. Calvin Langford  
Mrs. Margie Graham  
Mrs. Margaret Telford  
Mrs. Roberta Brown

Not voting were:

Mrs. Jimmy Germany  
Mrs. Zack Daniel

This proposal will be incorporated into the library system's personnel policy immediately.

Respectfully submitted,

  
Kathryn S. Ames, Secretary